

# Horizon Europe Work Programme



## BIG LEAP

**Next Generation of Battery Management Systems to increase Interoperability, bridge the Gap between 1st and SL-BESS, Extend Adaptability and emPower battery value chains.**

### D9.2 – Update Project Handbook 1

Lead Contractor: BRING

Project Coordinator: Imane Worighi


Date: 16/12/2024

Doc. Version: 1.0



Co-funded by  
the European Union

Project funded by

 Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra  
Swiss Confederation

Federal Department of Economic Affairs,  
Education and Research EAER  
State Secretariat for Education,  
Research and Innovation SERI

Co-funded by the European Union under grant agreement 101137815. Views and opinions expressed are, however, those of the author(s) only and do not necessarily reflect those of the European Union or CINEA. Neither the European Union nor the granting authority can be held responsible for them.

PROJECT DETAILS			
<b>Project name</b>	Next Generation of Battery Management Systems to increase Interoperability, bridge the Gap between 1st and SL-BESS, Extend Adaptability and emPower battery value chains		
<b>Start</b>	01/01/2024	<b>Duration</b>	42M
<b>Project acronym</b>	BIG LEAP	<b>GA number</b>	101137815
<b>Topic identifier</b>	HORIZON-CL5-2023-D2-01-04	<b>Call identifier</b>	HORIZON-CL5-2023-D2-01
<b>Type of Action</b>	Horizon IA	<b>Coordinator</b>	BRING
<b>Project Coordinator</b>	Imane Worighi	Imane.worighi@bringvzw.be	
<b>Project Manager</b>	Costantino Laureanti	costantino.laureanti@bringvzw.be	
<b>Website</b>	<a href="https://bigleaproject.eu/">https://bigleaproject.eu/</a>		

DELIVERABLE DETAILS			
<b>Number</b>	9.2		
<b>Title</b>	Update Project Handbook 1		
<b>Short description</b>	Update Project Handbook including quality assurance procedures, project monitoring tools and procedures.		
<b>Work Package</b>	WP1	<b>Task</b>	9.1 and 9.2
<b>Dissemination level</b>	SEN - Sensitive	<b>Type</b>	R—Document, report
<b>Due date (M)</b>	M12	<b>Submission date (M)</b>	M12
<b>Deliverable responsible</b>	BRING	<b>Contact</b>	Imane Worighi

<b>DELIVERABLE CONTRIBUTORS</b>			
	<b>Name</b>	<b>Organisation</b>	<b>E-mail</b>
<b>Deliverable Author</b>	Costantino Laureanti	BRING	costantino.laureanti@bringvzw.be

<b>REVIEWERS CONTRIBUTORS</b>			
	<b>Name</b>	<b>Organization</b>	<b>E-mail</b>
<b>Internal Reviewer(s)</b>	Camilo Borgogno	AEIMIS	camiloborgogno@aeimis.com
<b>Internal Reviewer(s)</b>	Thomas Salez	EDF	thomas.salez@edf.fr
<b>External Reviewer(s)</b>	Hamidreza Behi	OCTAVE	hamidreza.behi@octave.energy
<b>External Reviewer(s)</b>	Josu Olmos	IKE	jolmos@ikerlan.es
<b>Final review and quality approval</b>	Costantino Laureanti	BRING	costantino.laureanti@bringvzw.be

<b>DOCUMENT HISTORY</b>			
<b>Date</b>	<b>Version</b>	<b>Name</b>	<b>Changes</b>
05/12/2024	0.2	Costantino Laureanti	1st internal version
09/12/2024	0.3	Camilo Borgogno	AEIMIS review added
12/12/2024	0.4	Josu Olmos	IKE review added
16/12/2024	0.6	Thomas Salez Hamidreza Behi	EDF & OCTAVE reviews added. Edited final version
16/12/2024	1.0	Costantino Laureanti	Final version



## TABLE OF CONTENT

Executive Summary .....	7
Acronyms and abbreviations.....	8
Introduction.....	9
1. Project Overview.....	10
2. Project Objectives.....	11
2.1. Objective 1.....	11
2.2. Objective 2.....	11
2.3. Objective 3.....	12
2.4. Objective 4.....	13
2.5. Objective 5.....	13
2.6. Objective 6.....	14
3. Project Consortium.....	15
4. Consortium Bodies.....	17
4.1. Project Coordinator.....	17
4.1.1. Project Coordinator.....	17
4.1.2. Project Manager.....	18
4.1.3. Project Management Support Team.....	19
4.2. General Assembly.....	19
4.3. Executive Board.....	20
4.4. Work Package Leaders.....	22
4.4.1. Task Leaders.....	22
4.5. Advisory Board.....	23
5. Project Structure.....	23
5.1. Work Packages structure.....	23
5.2. Tasks breakdown structure.....	24
5.3. Milestones.....	27
5.4. Deliverables.....	29
6. Project Monitoring Tools and procedures.....	32



6.1. Project SharePoint.....	32
6.2. Project Documents.....	33
6.2.1. Numbering convention of project document versions.....	33
6.2.2. Naming convention of project documents.....	34
6.2.3. Naming convention of project deliverables.....	34
6.3. Project Control Board.....	34
6.3.1. Project Control Board.....	35
6.3.2. Project Dashboard.....	36
6.3.3. Project Gantt.....	37
6.3.4. Project Milestones.....	38
6.3.5. WP Monthly Report.....	39
6.3.6. Risk Management.....	40
7. Quality Assurance Protocol.....	41
7.1. Quality Definition.....	41
7.1.1. Leadership Framework.....	42
7.2. Quality Assurance.....	43
7.2.1. Internal Communications.....	43
7.2.2. Contact List.....	43
7.2.3. Email Communication.....	44
7.2.4. Meetings.....	44
7.3. Quality Control.....	44
7.3.1. Project Changes and Amendments.....	45
7.4. Deliverables Acceptance Plan.....	45
7.5. Deliverables Evaluation.....	46
7.5.1. Internal Review.....	47
7.5.2. External Review.....	47
7.6. Deliverables Acceptance.....	47
7.6.1. Deliverables Acceptance Criteria.....	48
7.7. Deliverables Submission.....	48
8. Project Progress Monitoring.....	49
8.1. Internal Reporting.....	49
8.2. External Reporting.....	49
Conclusion.....	51



References..... 51

## LIST OF TABLES

Table 1 Objective 1 KPIs.....11

Table 2 Objective 2 KPIs .....12

Table 3 Objective 3 KPIs .....12

Table 4 Objective 4 KPIs..... 13

Table 5 Objective 5 KPIs..... 13

Table 6 Objective 6 KPIs..... 14

*Table 7 BIG LEAP Consortium* ..... 16

Table 8 Project Coordinator.....17

Table 9 Project Manager..... 18

Table 10 Project Management support team..... 19

Table 11 General Assembly..... 20

Table 12 Executive Board ..... 20

Table 13 Executive Board Members and Work Package leaders .....21

Table 14 Work Package Leaders..... 22

Table 15 Task Leaders..... 22

Table 16 Advisory Board..... 23

Table 17 Tasks structure ..... 24

Table 18 Milestones of the BIG LEAP Project ..... 27

Table 19: Deliverables of the BIG LEAP Project..... 29

Table 20 Convention of project document versions ..... 33

Table 21 Risk Registration ..... 40

Table 22 List of Principal Consortium Meetings ..... 44



## LIST OF FIGURES

Figure 1 BIG LEAP Consortium map.....	15
Figure 2 Work Packages Structure.....	23
Figure 3 BIG LEAP PERT diagram .....	26
Figure 4 Quick Link Dashboard in the BIG LEAP SharePoint .....	32
Figure 5 Introduction Project Control Board.....	35
Figure 6 Project Dashboard .....	36
Figure 7 Project Gantt.....	37
Figure 8 Project Milestones.....	38
Figure 9 Work Package Monthly Report Template.....	39
Figure 10 Risk Matrix.....	41
Figure 11 Deliverables Acceptance Plan.....	46
Figure 12 Reporting schedule .....	50

## Executive Summary

The document presents the first update of the Project Handbook for the BIG LEAP project. The handbook which was the first deliverable of the project submitted in M2 (February 2024) is a living document that will undergo its final version in M24. Its primary purpose is to enhance the involvement of all consortium partners clarifying roles and responsibilities within the project.

The handbook serves as a collaborative project management guideline, providing clear instructions on key project aspects, including working practices, task allocation, and the quality assurance protocol. These elements are intended to act as a reference framework, ensuring the efficient execution of project activities and guaranteeing that the final deliverables meet the required quality standards.